University of Oklahoma
Henderson/Tolson Cultural Center
Policies and Procedures

Mission Statement: The Henderson/Tolson Cultural Center is designed to create educational, political, and/or social awareness regarding issues of diversity for the University community, celebrating a multicultural student body and meeting the facility needs of a University organization and student groups on campus.

Consistent with the stated mission and purpose of the Henderson/Tolson Cultural Center (HTCC), and to ensure maximum, efficient and fair use of the HTCC, the following policies govern reservation and the use of stated facilities

Reservation Policies

The following reservation policies were created to ensure the facility’s availability to the proper organizations and university departments.

1. The use of the HTCC is reserved for registered University of Oklahoma student organizations and University of Oklahoma departments.

2. Reservations for the use of the HTCC are coordinated through the Office of Student Life (SL).

3. All organizations intending to reserve the facility must submit a request to the Office of Student Life and are assigned in the order requests are received. Student organizations are required to complete the policies and procedures form, a room request form and show a current student ID to reserve the room. Since meeting/program space is in high demand, requests should be submitted as far in advance as possible. However, meetings held on a weekly or daily basis may be booked no more than one semester in advance. The deadline for submitting a reservation is five working days prior to the event. The Office of Student Life reserves the right to move a group to another space. However, every effort will be made to provide comparable space and/or services.

4. When requesting meeting times organizations must include set up time (chairs and tables etc.) and cleaning time after their use. Organizations must vacate the room at the completion of their requested scheduled time. The condition of the meeting room and multi-purpose rooms in the HTCC are checked before and after each event. Persons and organizations using the space are held responsible for turning the lights off and leaving the room in the same condition in which it was found. Furniture in any room should not be removed. All rooms will be available at the schedule time. This is an acceptable responsibility of all groups using the HTCC building.
5. Cancellations must be in written form and submitted to the Office of Student Life. A 48-hour written notice of cancellation is necessary to avoid service charges. A student organization that makes a reservation in the Office of Student Life and fails to honor that reservation by not canceling appropriately within 48 hours of the scheduled event will be charged a $25.00 fee. After the third no-show, all reservation privileges will be suspended, pending the approval of the Office of Student Life.

Building Rules

Rules for the use of the HTCC are coordinated through the Office of Student Life. These policies were created to inform the registered student organization or university department of the guidelines they must adhere to once the rooms have been reserved.

1. At the end of each meeting HTCC staff will perform a thorough inspection of each room in the building. In the event that the building’s main halls or individual rooms are not properly kept, an official letter from the Office of Student Life will be issued to the responsible parties rendering a $50.00 fine.

2. Hours of operation will be from 5:00 pm-11:00 pm. Monday through Thursday. Any use of the facility after 11:00 pm must have prior approval (one week in advance) from the Student Life Office. Friday-Sunday evening use requires approval from the Office of Student Life and the availability of HTCC staff.

3. No pictures are to be hung on the walls of the building without a request being submitted to and approved by the Office of Student Life and the University Physical Plant.

4. There is to be NO PAINTING OF ANY WALLS whatsoever by any individual or organization.

5. All food served in the building by students must have a designated person with a food handler’s permit or license present if the event is cash-tendering.

6. Organizations are required to sign-in before commencing use of facilities and sign-out at the conclusion of their use at the HTCC staff office.

Cleaning Procedures

The following cleaning procedures have been created to make certain the facility remains in good condition for the use of all student organizations and university departments.

1. All cleaning must adhere to the rules set forth by the HTCC building staff.
2. All parties are responsible for cleaning rooms after a hosted event. The building will be inspected daily by the HTCC staff.
3. All chairs and tables used must be restacked, trash must be taken out to garbage container behind HTCC, and if dishes and utensils are used they need to be cleaned and put back up.
4. If a room is left unsatisfactory after an organization has utilized the area the group is charged a $50.00 fine.
5. If an organization is found to violate the cleaning clause a second time, a fine of $100 will be assessed in addition to the cost required to repair any and all damages.
6. If an organization is found to violate the cleaning clause a third time, revocation of building privileges will be issued.

Decoration

The following guidelines for decorations have been created to make certain the facility remains in good condition for the use of all student organizations and university departments.

1. All decorations must adhere to the rules set forth by Student Life Office and HTCC staff.
2. Items being attached to the walls or hung from the ceiling are strictly prohibited.
3. Confetti or small paper like decorations is strictly prohibited.
4. The use of tape, nails, staples or thumbtacks on door, ceilings and walls is strictly prohibited.
5. Any damage to the building will result in issuance of damage fees beginning at $20.00.
6. All damages will be assessed by the Office of Student Life and the University Physical Plant and appropriate cost for damage will be issued to the offending organization(s).
7. The use of flammable materials, such as hay or straw, is strictly prohibited.
8. Lighting devices, such as candles, lanterns, oil lamps, and hurricane lamps is strictly prohibited.

Building Leases/Office Keys

The following building/office key policies are created for the safety of all organizations and students that use the building.

1. All Greek organizations with assigned rooms are required to pay $150 fee for the academic school year. This fee is assessed to support the maintenance of the building.
2. Room fees are to be paid to the Office of Student Life by the first Friday after Labor Day. The fee is to be paid by each organization assigned to a room, whether or not the organization is in good standing with their Nationals or The University of Oklahoma.
3. Greek organizations that fail to return their issued key within 24 hrs of the closing of the semester will be charged the cost to change the lock and purchase new keys. Fraternity and Sorority groups leasing offices in the HTCC will be issued keys that open their individual offices only